



## CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC SECRETARY 1

ANNUAL \$42,684	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$56,009	GROUP: CL 14	DATE: OCTOBER 2, 2015 5:00 PM EST	NO: 042790CRMB

APPLICATION FILING PERIOD: SEPTEMBER 18, 2015 – OCTOBER 2, 2015 (5:00 PM EST)  
**SPECIAL APPLICATION FOR THE SECRETARY 1 EXAM (CT-HR-20) REQUIRED**  
**APPLICATIONS RECEIVED ON INCORRECT FORMS WILL NOT BE ACCEPTED**

### Instructions for Applying for the Secretary 1 Examination

#### Required Forms:

Applicants **MUST** submit:

1. A completed **State of Connecticut Special Application Form for the Secretary 1 Examination (CT-HR-20)** (The standard CT-HR-12 will **not** be accepted.)
2. A completed State of Connecticut Veterans' Credit Request Form (CT-HR-19), if you are requesting Veterans points.

#### Application Filing Period:

1. **SEPTEMBER 18, 2015 through OCTOBER 2, 2015 at 5:00 PM EST.**
2. **Applications (CT-HR-20) must be received by 5:00 PM EST on October 2, 2015.** (Applications received by the Department of Administrative Services (DAS), Statewide Human Resources after 5:00 PM EST on October 2, 2015 **will not be accepted**.)

#### How to Submit Your Application (CT-HR-20):

1. **Fax to 860-706-1495 or to 860-706-1494 (secure fax)**
2. Hand deliver to: Room 404, 165 Capitol Avenue, Hartford CT, 06106. (business hours 8:00 am - 5:00 pm)

#### Special Notes

1. Late applications or applications received on incorrect forms will **not** be accepted.
2. **It is not recommended that you mail your application form as you cannot ensure it will be received on time.**
3. Do **not** attach other documents to your application form such as resumes, letters, evaluations etc.
4. When faxing your application form, keep a copy of your completed application form and the fax transmittal receipt for your records. If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications.
5. Applicants who submitted applications previously **must reapply** as previously received applications have **not** been retained.
6. Applications must be received by the Department of Administrative Services (DAS), Statewide Human Resources Management Division prior to the closing date. Applications sent to other units or agencies will not be accepted even if submitted prior to the closing date.

**PURPOSE OF CLASS:** This class is accountable for performing a full range of secretarial support functions.

**IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION FORM (CT-HR-20) THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY OCTOBER 2, 2015.**

**GENERAL EXPERIENCE:** Two years' experience above the routine clerk level in office support or secretarial work.

**SUBSTITUTION ALLOWED:** College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half year of experience.

**SPECIAL REQUIREMENTS:** Some positions may require a High School Diploma or GED.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b>	<b>PART</b>	<b>WEIGHT</b>
	<b>WRITTEN</b>	<b>100%</b>

**THE EXAMINATION WILL COVER THE FOLLOWING AREAS:** Knowledge of proper office procedures and practices; ability to file accurately; ability to check or proofread copy for accuracy; knowledge of proper grammar, punctuation and spelling; ability to accurately perform arithmetic computations; ability to read, understand and follow complex instructions; interpersonal skills; ability to prioritize work and schedule meetings.

**EXAMINATION DATES:** The examination for Secretary 1 will be administered on selected dates from **December 15, 2015 – December 18, 2015**. **Reserve all dates, as your examination may be scheduled on any of these dates.** There will be **no make-up examinations or rescheduling of examinations**, except for those on active military duty. (Military orders will be required.)

**FORMS:** The State of Connecticut Special Application Form for the Secretary 1 Examination (CT-HR-20). The State of Connecticut Veteran's Credit Request Form (CT-HR-19) and the Secretary 1 exam announcement are available from the Department of Administrative Services (<http://das.ct.gov/employment>).

(revised September 18, 2015)

#### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.